

## How to Report Codes Concerns/Violations and Illegal Dumping

# CODES SPOTS

**Note:** You do not need to report your name, and you do not have to fill in all the information requested. Fill out this form for any codes concerns/violations you want to report, *especially illegal dumping*. Fill out this **CODES SPOTS** form as completely as possible and as often as you see activities to report. The more often you submit, the bigger impact you will make in your neighborhood.

### How to submit this form:

- ◆ Turn in completed forms at any neighborhood Block/Merchant/Tenant Association meeting.
- ◆ Fax this completed form to 339-7638.
- ◆ Mail completed forms to Rome City Hall., 198 N. Washington St., Rome, NY 13440 Attn: Codes Department

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Brief Description:** \_\_\_\_\_

**Building is:** occupied \_\_\_\_\_ vacant \_\_\_\_\_ abandoned \_\_\_\_\_ burned out \_\_\_\_\_  
open & unsecured \_\_\_\_\_ vacant lot \_\_\_\_\_ other \_\_\_\_\_

**Name of Tenant (if known):** \_\_\_\_\_

**Name of Landlord (if known):** \_\_\_\_\_

**COMPLAINT:** paint/siding \_\_\_\_\_ sidewalk \_\_\_\_\_ garbage \_\_\_\_\_ broken windows \_\_\_\_\_  
doors \_\_\_\_\_ cans/bottles/litter \_\_\_\_\_ garbage left in yard or at curb \_\_\_\_\_  
appliances/furniture in yard \_\_\_\_\_ alley/drive/walk used as dump \_\_\_\_\_  
structural (*please describe*) \_\_\_\_\_

**DUMPING :** Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ am \_\_\_\_ pm \_\_\_\_

What was dumped \_\_\_\_\_

Description of Vehicle (*make, model, color*) \_\_\_\_\_

Plate No. \_\_\_\_\_

Description of Suspect \_\_\_\_\_

*\* (Please notify Oneida-Herkimer Solid Waste Authority also @ 731-0238)*

**ABANDONED/UNPLATED VEHICLES:** (*describe*) \_\_\_\_\_

Vehicles left/parked between walk and house \_\_\_\_\_ Times \_\_\_\_\_ am \_\_\_\_ pm \_\_\_\_

Plate No. \_\_\_\_\_

Can complaint (*vehicle, garbage, etc.*) be seen from walk/street? \_\_\_\_\_ If no, can it be seen from adjacent properties? \_\_\_\_\_ If so, who may the Codes Dept. contact to view complaint?

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Permission to enter property given? \_\_\_\_\_ By \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date you turned in this form :** \_\_\_\_\_ **Your name (optional):** \_\_\_\_\_

**Phone No. (optional):** \_\_\_\_\_ **Email (optional):** \_\_\_\_\_

**ADDRESS OF IMMEDIATE PROBLEM****Authorities called****Follow up**(1<sup>st</sup> date) (2<sup>nd</sup> date)

by Department

_____	Suspected Drug Activity.	_____ / _____	_____
_____	Any violence you have witnessed.	_____ / _____	_____
_____	People carrying weapons.	_____ / _____	_____
_____	A lot of traffic-in & out within min.	_____ / _____	_____
_____	A lot of parties-loud music, etc.	_____ / _____	_____
_____	Speeding vehicles.	_____ / _____	_____
_____	Insufficient lighting.	_____ / _____	_____
_____	Alley or walkway is a garbage dump.	_____ / _____	_____
_____	Animal neglect or abuse.	_____ / _____	_____
_____	Garbage or litter left in yard or curb.	_____ / _____	_____
_____	Excessive noise late at night.	_____ / _____	_____
_____	Rental property abandoned or boarded	_____ / _____	_____
_____	Property needs paint/repair/maintenance	_____ / _____	_____

**LANDLORD INFORMATION** (neglected property or drug activity)

1.	property address	_____	_____
	problem	_____	_____
	landlord's name	_____	_____
	landlord's address	_____	_____
	landlord's phone #	_____	_____
2.	property address	_____	_____
	problem	_____	_____
	landlord's name	_____	_____
	landlord's address	_____	_____
	landlord's phone #	_____	_____

**ADDRESS OF OTHER NUISANCES**

_____	Abandoned cars in street.	_____
_____	Cars parked in yards.	_____
_____	Rats/other animals	_____
_____	Graffiti/Broken fences.	_____
_____	Cans, broken bottles, litter in street.	_____
_____	Other (please specify below)	_____

Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Address** (or Block #) \_\_\_\_\_ **Your Phone #** \_\_\_\_\_  
**Your Block Captain is:** \_\_\_\_\_ **Block Captain's Phone #** \_\_\_\_\_

**\*\* Turn sheets in to your Block Captain, weekly. The work is a team effort. Please be as specific as possible. The information provided by the blocks will be given to your Association President for follow up. In some cases photos of violations will be given to the departments that have the responsibility to act on neighborhood problems. file a: problem.wps**